Command name: Information Management Division

Location code: 040

Contact name: Christina Montano Contact phone: 916-657-7171

Waste/Recycling Service Provider Information

Name: Waste/Recycling is done in house

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and

phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF	TYPE OF
		PICKUP	CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
30 gallon	3/4	monthly	paper
30 gallon	3/4	monthly	paper

X	"Waste"	is	separated	from	"recycling"	before	it is pick	ed up by	the hauler.
	"Waste"	is	separated	from	"recycling"	by the	hauler at	another	location.

Comments/Clarifications:

White Depor		N/A
White Paper		я <u>П</u>
Colored Paper		
Cardboard		
Bottles		
Cans	\boxtimes	
Food Waste/Composting		
Grass/Leaves/Mulching		×
Printer Toners		\boxtimes
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items	\boxtimes	
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		
Police Protective Equipment, Helmets, Handcuffs, etc		$\overline{\boxtimes}$
Emergency Medical Supplies	T T	
Cameras		X
Weaponry: Firearms, Conductive Energy Weapons, etc.		$\overline{\square}$
Brass		
Trunk Organizers and Supplies		$\overline{\boxtimes}$
Construction Equipment		-
Gym Equipment		X
Kitchen Equipment, Supplies		
Janitorial Equipment, Supplies		
Automotive Supplies, Shop Rags		
Mechanical Equipment (Automotive)		$\overline{\boxtimes}$
Mechanical Equipment (Cabinet Shop)		
Mechanical Equipment (Reproduction, Bindery)		
Lawn Care Equipment and Supplies		
Portable Truck Scales	一百一	$\overline{\boxtimes}$
SPECIAL WASTE		
Tires		
Salvage		- A
Scrap Metal	Ħ	N
Wood		
Pallets		×
Concrete/Rubble		
Dirt	$ \pm$	
Kitchen Grease	 	
Sludge		
Oldago	1	V.V

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	×	
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

ANNUAL PAPERWORK REPORT

CHP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions

Unit by last business day in July Duplicate: Local File

DATE

Craig Tomlinson

LOCATION CODE

04/27/2009 041 COMPLETED BY

		ACTIVE	RECORDS		INACTIVE	RECORDS	
	****		NUMBER OF FULL ITEMS	CUBIC FEET	87	NUMBER OF FULL ITEMS	CUBIC FEET
TS	Le	tter drawers	26 x 1.500	39.000	Letter drawers	6 x 1.500	9.000
CABINETS	Le	gal drawers	28 x 2.000	56.000	Legal drawers	26 x 2.000	52.000
ک —	Sh	elves	15 x 2.250	33.750	Shelves	8 x 2.250	18.000
	De	sk drawers	173 x 1.000	173.000	Radio cards (27 inches deep)	0 x 0.375	
MODULAR	Dr	awers (20" x 11" x 12")	54 x 1.500	81.000	7-drawer cabinet (8" x 5")	12 x 1.250	15.000
MOD	Sh	elves (23" x 12.5" x 13")	35 x 2.000	70.000	Record center storage box (Archive)	0 x 1.000	
11.	_	elves (40" x 12.5" x 13")	49 x 3.750	183.750	Oxford file (box for copier paper)	81 x 1.500	121.500
	16 INCHES	5" x 3"	0 x 0.139		OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECI WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLO		P FIELD)
NERS	16 IN	8" x 5"	0 x 0.370	×	Binder (1" capacity)	20.00 x 0.050	1.000
DRA	S	5" x 3" Double drawer	0 x 0.469	500	Binder (1.5" capacity)	15.00 x 0.075	1,125
CARD DRAWERS	27 INCHES	8" x 5" Double drawer	0 x 1.250		Binder (2" capacity)	42.00 x 0.100	4.200
J	27	Radio	0 x 0.375	0	Binder (2.5" capacity)	6.00 x 0.125	0.750
Re	gula	r desk drawers	14 x 1.500	21.000	Binder (3" capacity)	6.00 x 0.150	0.900
		cassette tapes (Do not include apes)	16 x 0.042	0.672	Shelves (34" x 14" x 12.5")	22.00 x 3.443	75.746
Bin	der	(1" capacity)	20 x 0.050	1.000	Shelves (18" x 7" x 12")	8.00 x 0.875	7.000
Bin	der	(2" capacity)	109 x 0.100	10.900	Shelves (48" x 17" x 20")	4.00 x 9.444	37.776
OTH	(ER:	(FOR EACH BOX, SHELF, OR DRAWER SPECI THEIGHT X DEPTH IN INCHES AND FOLLO	FY QUANTITY AND SIZE - STATI W THE INSTRUCTIONS IN THE H	E ELP FIELD)	Shelves (34" x 14" x 20")	8.00 x 5.510	44.080
Bi	nde	r (1.5" capacity)	7.00 x 0.075	0.525		х	
Bi	nde	r (2.5" capacity)	23.00 x 0.125	2.875		x	
Bi	nde	r (3" capacity)	130.00 × 0.150	19.500		х	
Sh	elv	es (35" x 12" x 11.5")	29.00 x 2.795	81.055	£.	X	_8
Sh	elv	es (36.5" x 12" x 11.5")	22.00 x 2.914	64.108		x	:
			nearest foot) TOTAL	838	(Rounded to I	nearest foot) TOTAL	388
		The state of the s		FORMS MANAG	EMENT REPORT		E E

Forms (July 1 last year) 7 New forms (added after June 30 last year) 0 Forms cancelled (since July 1 last year) 0

Number of:

Submit a new CHP 67A whether or not there have been changes.

7

If any forms have been added or revised, attach a copy of each new/revised form to the CHP 67A.

Total number of active forms (This total shall agree with actual count on CHP 67A, Forms Log)

RECORDS DESTRUCTION/DISPOSAL SUMMARY

CHP 62 (Rev. 5-0)	6) OPI 076						
DATE	COMPLETED BY		PHONE NUMBER		COMMAND		LOCATION CODE
04/27/2009	Craig Tomli	nson	(916) 453-3	3805	Informa	ation Technology Section	041
INDICATE DISPOSAL N	METHOD(S)						
1. Local shred	Ider/recycle contractor		Donated to non-profit of			3. Disposed with normal	
1. SHREDDING* (Confidential Material) (Attach copy of invoice(s) to show volume/weight,			2. NON-PROFIT ORGANIZATION* (Non-Confidential Material)			3. WASTE H Recycles (no letter required) Does not recycle (attach let	
	ime expended end cost) NAME AND ADDRESS	C&(ND ADDRESS C Recycling Railroad Dr #A		DONATED Thurs onth	NAME, ADDRESS, AND PHONE NUM City of Sacramento 1395 35th Avenue	/BER
		Sacra	mento, CA 95815			Sacramento, CA 95822 (916) 808-5454 IF THERE IS A RECYCLING PROGR Participating	AM AVAILABLE
STATE EMPLOYEE(S) WITNESSING ABOVE DATE(S)		TE(S)	4			WASTE HAULER REMOVES RECYC GARBAGE DUMPSTER No. Yes, percentage	CLABLES FROM REGULAR
			జర్			EXTRA CHARGE FOR RECYCLING	
		TOTAL	AMOUNT DONATED			RECYCLE BINS (NOT GARBAGE) P	ROVIDED
			466 68	(ubic feet	☑ No ☐ Yes, Size:	Qty:

Enter the total volume of material destroyed/disposed for each month under the appropriate type. (If the cubic feet are unknown, weigh the material and enter the pound(s) in the appropriate weight column below; cubic feet will be calculated automatically.

If only entering cubic feet, indicate in comments how monthly cubic feet figure was calculated.)

	If only entering	cubic feet, ind	icate in comme	SILES HOW THO	ntniy cubic feet figure was	weekless with the second	"我没有不是我们的 "
MONTH	GONTRACT/SHREDDING	WEIGHT	OUSESHREDDI OUSESHREDDI	NG RECYCLED?	WEIGHT	OUEIC FEET	'ποπALS
JULY	The state of the s	24	0.8	YES	5,666.67	188.89	189.69
AUGUST		24	0.8	YES	5,666.67	188.89	189.69
SEPTEMBER		24	0.8	YES	5,666.67	188.89	189.69
OCTOBER		24	0.8	YES	5,666.67	188.89	189.69
NOVEMBER		24	0.8	YES	5,666.67	188.89	189.69
DECEMBER		24	0.8	YES	5,666.67	188.89	189.69
JANUARY		24	0.8	YES	5,666.67	188.89	189.69
FEBRUARY		24	0.8	YES	5,666.67	188.89	189.69
MARCH		24	0.8	YES	5,666.67	188.89	189.69
APRIL		24	0.8	YES	5,666.67	188.89	189.69
MAY		24	0.8	YES	5,666.67	188.89	189.69
JUNE		24	0.8	YES	5,666.67	188.89	189.69
ANNUAL TOTAL		288			68,000.04	2,266.68	2,276.28
	In appropriate month above.	J		box = 30 pou	nds = 1 cubic foot		

Enter monthly totals in appropriate month above. Do not include in above any boxes picked up by

Do not include in above any boxes picked up by or sent to Supply Services Unit.

Comments (include How above Figures Were Obtained, E.G., Weighed BAG(S), USED ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.)

Vendor provided weight figures. Participating in alternative recycling program (C&C Recycling).

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL DATE FORMS LOG 04/27/2009 SUBMIT ANNUALLY IN JULY. (Attach one copy of each new / revised form since last report.) CHP 67A (Rev. 8-06) OPI 076 LOCATION CODE CONTACT PERSON (FIRST & LAST NAME) TELEPHONE NUMBER LOCATION Information Technology Section (916) 453-3805 Craig Tomlinson * PUBLIC USE: A form that a member of the public is required to complete and return to CHP. TOTAL FORMS BUSINESS USE: A form that a business, other than a government agency, is required to complete and return to CHP. PURPOSE (OR IF CANCELING, REASON) BUSINESS USE DATE (Mo / Yr) APPROX. FORM TITLE FORM (Must show same title as shown on form) ORIGINATED REVISED CANCELED ANNUAL USE NUMBER Appropriate Use of Automated Acknowledgment of policy and May 750 Information & Systems 101 explanation of misuse of state property 2007 Statement Acknowledgment of remote access and Agreement w/ Outside Entities to Jan 400 misuse of computer-generated systems/ 101a 2008 Establish Remote Access networks Oct Request/Modification or Termination of Computer/Information System 600 101b 2001 Computer Access Access Action Request Agreement with Outside Entities Acknowledgment of access and Jan 400 101c to Establish Access Privileges to explanation of misuse of CHP information 2008 CHP XML Feed Request for approvals for Internet, XP Additional Hardware/Software & Jun 600 administrator access and Non-Standard 109 2008 Security Management software Mar

2009

Jul

2005

Route Slips for X Street Employees

Request of Action

2

54

Route Slips

Service Request

1500

150

Command name: Information Management Division - CHPERS Unit

Location code: 040

Contact name: Lt. Evan Robinson Contact phone: (916) 376-3900

XX	acte/L	2 ecycl	ing S	ervice	Provid	er In	formation
- YY	asic/r		шко	CI VICE	LIOVIA		tommanom

Name:

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF	TYPE OF
		PICKUP	CONTENTS
i.e., 3 yard, 5 yard,	1/4, 1/2, 3/4, or Full	i.e., weekly, bi-	i.e., garbage, paper,
30 gallon		weekly, monthly	cardboard, bottles
			and cans

☐ "Wa	ste" is separa	ted from "recy	cling" before i	t is picked up by	the hauler.
☐ "Wa	ste" is separa	ted from "recy	cling" by the h	auler at another	location.

Comments/Clarifications:

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		
Colored Paper		
Cardboard		
Bottles		
Cans		
Food Waste/Composting		
Grass/Leaves/Mulching		
Printer Toners		
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items		
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	П	\boxtimes
Police Protective Equipment, Helmets, Handcuffs, etc		\boxtimes
Emergency Medical Supplies		\boxtimes
Cameras		
Weaponry: Firearms, Conductive Energy Weapons, etc.		\boxtimes
Brass		\boxtimes
Trunk Organizers and Supplies		
Construction Equipment		\boxtimes
Gym Equipment		
Kitchen Equipment, Supplies		\boxtimes
Janitorial Equipment, Supplies		\boxtimes
Automotive Supplies, Shop Rags		\boxtimes
Mechanical Equipment (Automotive)		
Mechanical Equipment (Cabinet Shop)		\boxtimes
Mechanical Equipment (Reproduction, Bindery)	П	
Lawn Care Equipment and Supplies		\boxtimes
Portable Truck Scales		\boxtimes
SPECIAL WASTE		
Tires		\boxtimes
Salvage		\boxtimes
Scrap Metal		\boxtimes
Wood		\boxtimes
Pallets		\boxtimes
Concrete/Rubble		\boxtimes
Dirt		\boxtimes
Kitchen Grease		\boxtimes
Sludge		\boxtimes
Special Event Collection		\boxtimes

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

ANNUAL PAPERWORK REPORT

Original; ist be at Automated Business Solutions but by last business day in July Duplicate: Local File

LOCATION CODE DATE 06/30/2009 040 COMPLETED BY Christina Montano

CHP 40 (Rev. 6-06) OPI 076

ACTIVE	RECORDS		INACTIVE	RECORDS	
	NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET
Letter drawers	5 x 1.500	7.500	Letter drawers	7 x 1.500	10.500
Legal drawers	x 2.000		Legal drawers	x 2.000	
Shelves	10 x 2.250	22.500	Shelves	16 x 2.250	36.000
Desk drawers	x 1,000		Radio cards (27 inches deep)	x 0.375	
Drawers (20" x 11" x 12")	× 1.500		7-drawer cabinet (8" x 5")	x 1.250	
Shelves (23" x 12.5" x 13")	x 2.000		Record center storage box (Archive)	x 1.000	
Shelves (40" x 12.5" x 13")	x 3.750		Oxford file (box for copier paper)	3 x 1.500	4.500
SH 5" x 3"	x 0.139		OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECI WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLO	FY QUANTITY AND SIZE - STATE W THE INSTRUCTIONS IN THE HEL	P FIELD)
본 연 8." x 5"	1 × 0.370	0.370		x	
5" x 3" Double drawer	x 0.469			X	
8" x 5" Double drawer	x 1.250			x	
Radio	x 0.375			x	
	8 x 1.500	12.000		x	
	x 0.042			х	
ler (1" capacity)	17 x 0.050	0.850		x	
er (2" capacity)	2 x 0.100	0.200		x	
				х	
	x			х	
	x			x	
	x			x	
	x			x	
	x			x	
(Rounded to ne	earest foot) TOTAL	43		earest foot) TOTAL	51
		FORMS MANAGE	EMENT REPORT		
		1	Submit a new CHP 67A whe	ther or not there hav	e
ew forms (added after June 30	last year)	0	been changes.		
orms cancelled (since July 1 la	st year) –	0	If any forms have been adde	ed or revised, attach	a copy of
		1	each new/revised form to the CHP 67A.		
	Letter drawers Legal drawers Shelves Desk drawers Drawers (20" x 11" x 12") Shelves (23" x 12.5" x 13") Shelves (40" x 12.5" x 13") 5" x 3" 8" x 5" 8" x 5" Part of: To cassette tapes (Do not include k tapes) Ser (1" capacity) Ser (2" capacity) Ser (3" x 12.5" x 13") Comms (July 1 last year) Extended to not include to not include k tapes) Ser (3" x 12.5" x 13") Comms (July 1 last year) Extended to not include k tapes)	Letter drawers 5 x 1.500	NUMBER OF FULL ITEMS CUBIC FEET	NUMBER OF FULL ITEMS CUBIC FEET	Letter drawers

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

RECORDS DESTRUCTION/DISPOSAL SUMMARY

DATE	COMPLETED	BY		PHONE NUMBE	R	COMMAND	NAME	OCATION CODE
06/30/2009		Christina Mont	ano	91	6-657-7171	Info	Management Division	040
INDICATE DISPOSAL I			_				7222	
1. Local shree	der/recycle control 1. SHREDDIN		2.	Donated to no	on-profit organiz		3. Disposed with normal w	
(Co	onfidential Ma	aterial)			onfidential Ma		Recycles an innersequently	
Mittyern a dy to i reak aan water toe i kufa maak kegel. Hiner un lande toestaan as							Does not recycle to the Grant are	
LOCAL CONTRACTOR	NAME AND ADD	RESS	NAME A	AND ADDRESS		DATE(S) DONATED	NAME, ADDRESS, AND PHONE NUMB	ER •
							IF THERE IS A RECYCLING PROGRAM Participating	I AVAILABLE
							Not Participating	ar care
STATE EMPLOYEE(S)	WITNESSING ABO	DVE DATE(\$	9				WASTE HAULER REMOVES RECYCLA GARBAGE DUMPSTER	
							No Yes, percentage, if	Known FREQUENCY OF PICK
							EXTRA STINICE FOR INCOME	The good of the total
			70741	MOUNT BOUTE			No Yes, \$ RECYCLE BINS (NOT GARBAGE) PRO	VIDED
			TOTAL	AMOUNT DONATE	U	cubic feet	No Yes, Size:	Qty:
, 72.M., 1	I		cubic feet, in		ments how mor	nthly cubic feet fig	eet will be calculated automatic ure was calculated.) ER RECORDS (#2 and #3 above)	any. TOTALS
MONTH	WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	TOTALS
JULY								
AUGUST								
SEPTEMBER								
	I Y	1		T				
OCTOBER								
OCTOBER NOVEMBER								,
OCTOBER NOVEMBER DECEMBER								7
OCTOBER NOVEMBER DECEMBER ANUARY								,
OCTOBER NOVEMBER DECEMBER ANUARY EBRUARY								
OCTOBER OOVEMBER DECEMBER ANUARY EBRUARY								
DCTOBER NOVEMBER DECEMBER ANUARY EBRUARY MARCH PRIL								
DCTOBER NOVEMBER DECEMBER ANUARY EBRUARY MARCH PRIL								-
OCTOBER JOVEMBER DECEMBER ANUARY EBRUARY JARCH PRIL								

or sent to Supply Services Unit.

33 gallon bag of uncompacted shredded paper = 8 pounds = 0.27 cubic comments (include How above Figures were obtained, e.g., weighed bag(s), used archive box(es), vendor provided weight figure(s), etc.) Confidential Papers are picked up by Headquarters Building B Janitor throughout the year

FORMS LOG

CHP 67A (Rev. 8-06) OPI 076

SUBIMIT ANNUALLY IN JULY. (Attach one copy of each new/revised form since last report)

DATE 06/30/2009

CONTACT PERSON (FIRST & LAST NAME) LOCATION LOCATION CODE TELEPHONE NUMBER 040 Christina Montano (916) 657-7171 Information Management Division TOTAL FORMS * FUBLIC USE: A form that a member of the public is required to complete and return to CRP.

BUSINESS USE: A form that a business, other than a government agency, is required to complete and return to CRP.

FORM NUMBER	FORM TITLE (Must show same tille es chown on form	ORIGINATED	DATE (Mo / Yr)	agency, is required to complete an PURPOSE (OR IF CANCELING, REASON)	d return to CHP. ☐ ★ BUSINESS USE PUBLIC USE	APPROX. ANNUAL USE
		Apr 1991	June 2009	Division Office transmittal slip		2,500
*						
			-			
						=======================================
						2
	K					
						¥
	2					

Command name: Communications Centers Support Section,

3500 Reed Avenue, West Sacramento, 95605

Location code: 048 Academy Training Center (Dispatch Training)

Contact name: Kiel Lamar Contact phone: 916-375-3455

Waste/Recycling Service Provider Information						
Name: Address: Phone Number: If your command uses phone numbers in the		er, please supply the na	mes, addresses, and			
THE FREQUENCY (OF PICKUP: Please be weight of the waste to	CLING, WHAT SIZE e as accurate as possible hat is sent to the landfile.	e as these figures will			
SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS			
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans			
	3 0	fore it is picked up by to the hauler at another lo				
Comments/Clarification	ons:					
Confidential waste is 1,000 sheets weekly.	picked up by Academy	staff daily. The amour	nt is estimated at			

		à:
		ō
		s
	ϵ	3
		÷
		28

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		\boxtimes
Colored Paper		\boxtimes
Cardboard	\boxtimes	
Bottles	\boxtimes	
Cans		
Food Waste/Composting		\boxtimes
Grass/Leaves/Mulching		
Printer Toners		\boxtimes
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items		
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		\boxtimes
Police Protective Equipment, Helmets, Handcuffs, etc		\boxtimes
Emergency Medical Supplies		
Cameras		
Weaponry: Firearms, Conductive Energy Weapons, etc.		
Brass		$\overline{\boxtimes}$
Trunk Organizers and Supplies		
Construction Equipment		
Gym Equipment		
Kitchen Equipment, Supplies	F	$\overline{\boxtimes}$
Janitorial Equipment, Supplies		
Automotive Supplies, Shop Rags		$\overline{\boxtimes}$
Mechanical Equipment (Automotive)		×
Mechanical Equipment (Cabinet Shop)	– fi –	N -
Mechanical Equipment (Reproduction, Bindery)		×
Lawn Care Equipment and Supplies	– H	- Ri
Portable Truck Scales		
SPECIAL WASTE		
Tires	П	×
Salvage		- D
Scrap Metal		X
Wood		
Pallets		
Concrete/Rubble	 	
Dirt		
Kitchen Grease		
Sludge		
Special Event Collection		

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		П
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ANNUAL PAPERWORK REPORT

agree with actual count on CHP 67A, Forms Log) =

CHP 40 (Rev. 6-06) OPI 076

Onginal: Just be at Automated Business Solutions Unit by last business day in July

DATE LOCATION 06/30/2009 048

LOCATION CODE 048

Duplicate: Local File

Onli by last business day in July

Duplicate: Local File

COMPLETED BY

Mary Ann Alvarez

	ACTIVE	ERECORDS		INACTIVE RECORDS			
	¥	NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET	
TS	Letter drawers	2 x 1.500	3.000	Letter drawers	5 x 1.500	7.500	
CABINETS	Legal drawers	x 2.000		Legal drawers	x 2.000		
O	Shelves	x 2.250		Shelves	x 2.250		
	Desk drawers	8 x 1.000	8.000	Radio cards (27 inches deep)	x 0.375		
MODULAR	Drawers (20" x 11" x 12")	2 x 1.500	3.000	7-drawer cabinet (8" x 5")	x 1.250		
MOD	Shelves (23" x 12.5" x 13")	6 x 2.000	12.000	Record center storage box (Archive)	34 x 1.000	34.000	
	Shelves (40" x 12.5" x 13")	x 3.750		Oxford file (box for copier paper)	8 x 1.500	12.000	
ω	19 8" × 3" 5" × 3"	x 0.139		OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIF WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW	Y QUANTITY AND SIZE - STATE Y THE INSTRUCTIONS IN THE HEL	P FIELO)	
CARD DRAWERS	2 8" x 5"	x 0.370		Modular desk drawer	5.00 x 1.000	5.000	
DRA	ទ្ឋា 5" x 3" Double drawer	x 0.469		Modular drawers 20"x11"x12"	4.00 x 1.500	6.000	
CARD	5" x 3" Double drawer 8" x 5" Double drawer	x 1.250		Modular drawers 23"x12.5"x13"	4.00 x 2.000	8.000	
	Radio	x 0.375			x	<u>.</u>	
Reg	ular desk drawers	x 1.500			x		
	eo cassette tapes (Do not include lk tapes)	x 0.042			х		
Bind	ler (1" capacity)	6 x 0.050	0.300		* X	14	
Bind	ler (2" capacity)	33 x 0.100	3.300		х		
OTHE WIDT	R: (FOR EACH BOX, SHELF, OR DRAWER SPECIF) H X HEIGHT X DEPTH IN INCHES AND FOLLOW	Y QUANTITY AND SIZE - STATE I THE INSTRUCTIONS IN THE HELF	PFIELD)		x		
		x			x		
		х			x		
		х			x		
		х			x		
r		х			х		
	(Rounded to ne	arest foot) TOTAL	30		arest foot) TOTAL	73	
			FORMS MANAGE	MENT REPORT			
F	aber of: forms (July 1 last year) ew forms (added after June 30	last year) —		Submit a new CHP 67A wheth been changes.	ner or not there have	9	
Fo	orms cancelled (since July 1 las	st year)		If any forms have been added	or revised attach a	copy of	
	otal number of active forms (Th			each new/revised form to the		300) 01	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

RECORDS DESTRUCTION/DISPOSAL SUMMARY

DATE 06/30/2009 INDICATE DISPOSAL METHOD(S) 1. Local shredder/recycle 1. SHREDD (Confidential II) LOCAL CONTRACTOR NAME AND AD STATE EMPLOYEE(S) WITNESSING A	Mary Ann Alvai	2.	Donated to no	R 6) 375-2700 In-profit organiz OFIT ORGANIZ Infidential Mat	zation ZATION	3. Disposed with normal v 3. WASTE HA	
INDICATE DISPOSAL METHOD(S) 1. Local shredder/recycle 1. SHREDD (Confidential III) LOCAL CONTRACTOR NAME AND AD STATE EMPLOYEE(S) WITNESSING A	contractor DING Material)	2.	Donated to no 2. NON-PRO (Non-Co	n-profit organiz	zation ZATION	3. Disposed with normal v 3. WASTE HA	vaste
1. Local shredder/recycle 1. SHREDD (Confidential III) LOCAL CONTRACTOR NAME AND AD STATE EMPLOYEE(S) WITNESSING A	DING " Material) and the state of the state		2. NON-PRO (Non-Co	OFIT ORGANI	ZATION'	3. WASTE HA	
1. SHREDD (Confidential III) LOCAL CONTRACTOR NAME AND AD STATE EMPLOYEE(S) WITNESSING A	DING " Material) and the state of the state		2. NON-PRO (Non-Co	OFIT ORGANI	ZATION'	3. WASTE HA	
LOCAL CONTRACTOR NAME AND AD	нико овиенизнавид во сезу	NAME A		nfidential Mat	erial)		
LOCAL CONTRACTOR NAME AND AD	accest,	NAME A	AND ADDRESS				
STATE EMPLOYEE(S) WITNESSING A	IDRESS	NAME A	AND ADDRESS			Does not recycle tensor too	
					DATE(S) DONATED	NAME, ADDRESS, AND PHONE NUMB	3ER
						IF THERE IS A RECYCLING PROGRAI	M AVAILABLE
						Not Participating (explains as	omments)
Enter the total volum	BOVE DATE(S))				WASTE HAULER REMOVES RECYCL. GARBAGE DUMPSTER	
Enter the total volum						☐ No ☐ Yes, percentage,	
Enter the total volum						EXTRA CHARGE FOR RECYCLING	FREQUENCY OF PICKUP
Enter the total volum						☐ No ☐ Yes, \$	
Enter the total volum		TOTAL A	MOUNT DONATE	0		RECYCLE BINS (NOT GARBAGE) PRO	
Effect the total voluit	o of material d		lianaard fay		cubic feet	No Yes, Size:	Qty:
	aterial and enter th	ne pound(s)	in the appropri	ate weight colu	mn below; cubic t	feet will be calculated automation ure was calculated.)	
MONTH CONTRAC	CT SHREDDING	II.	IN-HOUSE SHREDDING ALL OTHER			ER RECORDS (#2 and #3 above)	TOTALS
WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							3
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY	9 (8)						
JUNE							
ANNUAL TOTAL							ā
Enter monthly totals in appropriate Do not include in above any boxes or sent to Supply Services Unit.			Note: Archive	: box = 30 pound			,

or sent to Supply Services Unit.

33 gallon bag of uncompacted shredded paper = 8 pounds = 0.27 cubic feel

COMMENTS (INCLUDE HOW ABOVE FIGURES WERE OBTAINED, E.G., WEIGHED BAG(S), USED ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.)

Recycled and confidential material volumes not reported for this Section because these volumes are sent directly to the headquarters recycle coordinator.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL FORMS LOG DATE CHP 67A (Rev. 8-06) OPI 076 SUBMIT ANNUALLY IN JULY. (Aftech one copy of each new / revised form since last report.) 06/30/2009 CONTACT PERSON (FIRST & LAST NAME) TELEPHONE NUMBER LOCATION LOCATION CODE Mary Ann Alvarez (916) 375-2700 Communications Centers Support Section 048 * PUBLIC USE: A form that a member of the public is required to complete and return to CFIP TOTAL FORMS BUSINESS USE: A form that a business, other than a government agency is required to complete and return to CHP * BUSINESS USE FORM TITLE DATE (Mo / Yr)
ORIGINATED REVISED CANCELED PURPOSE (OR IF APPROX. NUMBER (Must show some the as shown on form). CANCELING, REASON) ANNUAL USE Communications Centers 048-01 11/08 Internal route slip 7,560 Support Section - 048

Command name: Communications Centers Support Section,

860 Stillwater Road, West Sacramento, 95605

Location code: 048

Contact name: Cassaundra McCants Contact phone: 916-375-2700

Waste/Recycling Service Provider Information

Name: (services provided through facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF	TYPE OF
		PICKUP	CONTENTS
i.e., 3 yard, 5 yard,	1/4, 1/2, 3/4, or Full	i.e., weekly, bi-	i.e., garbage, paper,
30 gallon		weekly, monthly	cardboard, bottles
			and cans
Blue Recycle bins	fill		White paper and
(see ASD records)		(see ASD records)	colored paper

\boxtimes	"Waste"	is	separated	from	"recycling"	before	it is picke	d up by	the hauler.
	"Waste"	is	separated	from	"recycling"	by the	hauler at a	another l	location.

Comments/Clarifications:

Toner cartridges are sent to mail room for recycling pick-up.

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		
Colored Paper		
Cardboard		
Bottles		
Cans		
Food Waste/Composting		
Grass/Leaves/Mulching		×
Printer Toners		
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items		
Keyboards, Mice, Speakers	$\overline{\boxtimes}$	
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		$\overline{\boxtimes}$
Police Protective Equipment, Helmets, Handcuffs, etc		
Emergency Medical Supplies	一百	- A
Cameras	$\overline{\boxtimes}$	
Weaponry: Firearms, Conductive Energy Weapons, etc.		$\overline{\boxtimes}$
Brass		X
Trunk Organizers and Supplies	Ħ	
Construction Equipment		X
Gym Equipment	F	×
Kitchen Equipment, Supplies		$\overline{\boxtimes}$
Janitorial Equipment, Supplies		$\overline{\boxtimes}$
Automotive Supplies, Shop Rags		
Mechanical Equipment (Automotive)		$\overline{\boxtimes}$
Mechanical Equipment (Cabinet Shop)		×
Mechanical Equipment (Reproduction, Bindery)	T T	$\overline{\boxtimes}$
Lawn Care Equipment and Supplies		
Portable Truck Scales	一百一十	- a
SPECIAL WASTE		
Tires		
Salvage		$\overline{\boxtimes}$
Scrap Metal		$\overline{\boxtimes}$
Wood		
Pallets		$\overline{\boxtimes}$
Concrete/Rubble		
Dirt		
Kitchen Grease		
Sludge		$\overline{\boxtimes}$
Special Event Collection		- A

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

Command name: Communications Centers Support Section

16791 Davis Avenue, Suite 107B, Riverside, CA 92518

Location code: 048, Ben Clark Training Center (Dispatcher Training)

Contact name: Heather Mallory Contact phone: 951-486-2886

Waste/Recycling Service Provider Information

Name: (services provided through landlord of facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF	TYPE OF
		PICKUP	CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
			and cans

	"Waste"	' is	separated	from	"recycling"	before	it is picke	ed up by	the haul	er.
	"Waste"	' is	separated	from	"recycling"	by the	hauler at	another	location.	

Comments/Clarifications:

All paper is shredded by staff and disposed of by landlord (Riverside Sheriff Office). The amount is estimated at 1,000 sheets weekly.

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		
Colored Paper		\boxtimes
Cardboard		
Bottles		
Cans		
Food Waste/Composting		\boxtimes
Grass/Leaves/Mulching		\boxtimes
Printer Toners		
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items		
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		
Police Protective Equipment, Helmets, Handcuffs, etc		\boxtimes
Emergency Medical Supplies		\boxtimes
Cameras		\boxtimes
Weaponry: Firearms, Conductive Energy Weapons, etc.		\boxtimes
Brass		\boxtimes
Trunk Organizers and Supplies		\boxtimes
Construction Equipment		\boxtimes
Gym Equipment		\boxtimes
Kitchen Equipment, Supplies		\boxtimes
Janitorial Equipment, Supplies		\boxtimes
Automotive Supplies, Shop Rags		\boxtimes
Mechanical Equipment (Automotive)		\boxtimes
Mechanical Equipment (Cabinet Shop)		\boxtimes
Mechanical Equipment (Reproduction, Bindery)		\boxtimes
Lawn Care Equipment and Supplies		\boxtimes
Portable Truck Scales		\boxtimes
SPECIAL WASTE		.1030
Tires		\boxtimes
Salvage		\boxtimes
Scrap Metal		\boxtimes
Wood		\boxtimes
Pallets		
Concrete/Rubble		\boxtimes
Dirt		\boxtimes
Kitchen Grease		\boxtimes
Sludge		\boxtimes
Special Event Collection		

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

Command name:	Support Services	Section
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Location code: 042

Contact name: Christina Albright Contact phone: (916) 375-2812

Waste/Recycling Service Provider Inform	rmation
---	---------

Name:

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF	TYPE OF
		PICKUP	CONTENTS
i.e., 3 yard, 5 yard,	1/4, 1/2, 3/4, or Full	i.e., weekly, bi-	i.e., garbage, paper,
30 gallon		weekly, monthly	cardboard, bottles
			and cans

"Waste" is separated from "recycling" before it is picked up by the hauler.
"Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		
Colored Paper	\boxtimes	
Cardboard	\boxtimes	
Bottles	\boxtimes	
Cans		
Food Waste/Composting		\boxtimes
Grass/Leaves/Mulching		\boxtimes
Printer Toners	\boxtimes	
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items		
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		\boxtimes
Police Protective Equipment, Helmets, Handcuffs, etc		\boxtimes
Emergency Medical Supplies		\boxtimes
Cameras		\boxtimes
Weaponry: Firearms, Conductive Energy Weapons, etc.		
Brass		\bowtie
Trunk Organizers and Supplies		\boxtimes
Construction Equipment		
Gym Equipment		
Kitchen Equipment, Supplies		\boxtimes
Janitorial Equipment, Supplies	П	\boxtimes
Automotive Supplies, Shop Rags		\boxtimes
Mechanical Equipment (Automotive)		
Mechanical Equipment (Cabinet Shop)		
Mechanical Equipment (Reproduction, Bindery)		
Lawn Care Equipment and Supplies		\boxtimes
Portable Truck Scales		\boxtimes
SPECIAL WASTE		
Tires		\boxtimes
Salvage		
Scrap Metal		\boxtimes
Wood		$\overline{\boxtimes}$
Pallets		\boxtimes
Concrete/Rubble		$\overline{\mathbb{N}}$
Dirt		
Kitchen Grease		
Sludge		
Special Event Collection	Ti I	- d

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

		S LOG (Rev. 8-06) OPI 076	SUBMIT A	NNUALLY IN	N JULY. <i>(At</i>	tach one copy of each new / revised form since la	st report.)	06/02/2009
CONT	ACT P	PERSON (FIRST & LAST NAME)		TELEPHO	NE NUMBER	LOCATION		LOCATION CODE
Chris	stina	a McClain		(916) 3	75-2812	Support Services Section		042
→ P	UBL	.IC USE: A form that a member of	f the pub	lic is requi	red to con	plete and return to CHP.		TOTAL FORMS
^ B	USII	NESS USE: A form that a busine	ss, other	than a go	vernmen	t agency, is required to complete and ret	urn to CHP.	47
FOR	RM	FORM TITLE		DATE (Mo)			BUSINESS US	
NUM	BER	(Must show same litle as shown on form,	ORIGINAT				BLIC USE	ANNUAL USE
00	I	Route Slip	Jun 1997	Apr 2008		SSS Employee Route Slip (SSS)		2000
001.	A	Route Slip	Jun 1997	Dec 2007		Information Processing Group Route S	lip	500
0010	С	Route Slip	Apr 1995	Jun 2008		Data Collections Unit Route Slip		250
0011) I	Route Slip	Mar 2006	Jun 2008		Card 8 Route Slip		50
002		Support Services Section Phone List	Jun 1997	May 2009		Support Services Section Telephone Li (SSS)	st	1400
003	R	Lequest for Leave		Jul 1998	Jun 2007	To designate dates, hour, and credits to used during leave (DCU) NO LONGER USED - DELETE	be	0
004	Т	ime Analysis Report	Dec 2005	Apr 2008		Time Analysis Report (C8)		650
005	L	eave Log	Jan 2009	May 2009		To track employees leave credits to and prevent discrepancies (SSS)		12
006	Pe	ermanent Out	Mar 1990	May 1999	Jun 2007	Identifies SWITRS reports in fatal files (FARS) NO LONGER USED - DELETE		0
007	Co	entrol Log	Jul 1995	May 1998		List batches that are received for processing (DCU)		120
800	Off	fice Supplies Order Form	Apr 2009	May 2009		To track individual unit office ordering (SSS)		140
009		nual Field Folder Review tailed Checklist	Apr 2009	May 2009		To assist supervisor's with annual field folder review (SSS)		100
010	ХN	Number Log	Mar 2009	May 2009		Tracks the X Number process and completeness. (SSS)		r

		\sim 1	00	
ru	ΚN	13 L	.OG	

CONTAC	CT PERSON (FIRST & LAST NAME)		***************************************	E NUMBER	ach one copy of each new / revised form since last		06/02/2009		
Christ	tina McClain			(916) 375-2812 Support Services Section					
* PU	BLIC USE: A form that a member of	of the publ	ic is requir	is required to complete and return to CHP. san a government agency, is required to complete and return to CHP.					
" BU	ISINESS USE: A form that a busine	ss, other	than a go						
FORI		- PIONATE	DATE (Mo /	Yr)		BUSINESS USE			
NUMB	ER (Must show same title as shown on form	ORIGINATI	D REVISED	CANCELED	CANCELING, REASON) PUB	LIC USE	ANNUAL US		
011	Statewide Fatalities		Jan Jan 1999 2007		Statewide Fatalities provisional weekly report (ISU)		60		
011A	Statewide Fatalities by Division	Jan 1999	Jan 2007		Statewide Fatalities provisional by Division weekly report (ISU)		60		
012	Time Analysis Report	Jan 1990	Mar 2008		Time Analysis Report (DAU)		1500		
013	Section Roster 2009 Mar 2003		May 2009		A guide on where to locate and file form in the field folder	s	11		
014			May 2009	3*	A listing of all employees information fo emergency reasons. (SSS)	r			
015			May 2009		A spreadsheet that calculates and tracks employees annual field folder reviews. (SSS)		1		
016	Work Status Tracking	Apr 2009	May 2009		Keeps the commander informed of all the projects and when they were completed. (SSS)	,	1		
017	Beat Description Worksheet	Jan 1990	Oct 1995	2007	Beat Description Worksheet, SWITRS realignment report for area (ISU) NO LONGER USED - DELETE		0		
18	Fatal Collisions and Fatalities	Jan 1990	Jan 2007		Fotal weekly collisions and fatalities report SWITRS (ISU)		60		
	Confidential Destruction Tracking	May 2009	May 2009		Fracks each units' boxes that are sent for lestruction. (SSS)		12		
20	SSS Vendors On File	May 2009			Tracks the vendors that already have igned STD, 21's and STD, 204's. (SSS)		1		
21 F	MLA Employee Usage Log	May 2009			o track employees FMLA usage and revent discrepancies (SSS)		1		
2 (Clerical Vacation Schedule	Mar 2009	May 2009	aj	o help track which employee has proved vacations days and when they re scheduled. (SSS)		1		

-	TA (Rev. 8-06) OPI 076 CT PERSON (FIRST & LAST NAME)	SOBMIT /		NE NUMBER	tach one copy of each new / revised form since I	ası report.)	06/02/2009 LOCATION CODE		
Christ	tina McClain		(916) 3	(916) 375-2812 Support Services Section					
* PU	BLIC USE: A form that a member	of the pub	olic is requi	is required to complete and return to CHP. an a government agency, is required to complete and return to CHP.					
BU	ISINESS USE: A form that a busin	ess, other	r than a go						
FORM NUMBE		n) Optobas	DATE (Mo			BUSINESS USE			
023	California Highway Patrol	n) URIGINA	reo Revised Mar	CANCELE	To capture historical and statistical Cl	HP HP	ANNUAL USE		
023	Reference Book		1999		data (ISU)		500		
024	Injury/Illness Cheat Sheet	Jan 2005	May 2009		To assist supervisor's and manger's winjuries in the work place (SSS)	th	15		
025	Provisional Motor Vehicle Traffic Deaths	Jan 1990	Jul 1995		Provisional Motor Vehicles monthly report for traffic accidents (ISU)		12		
025A	Provisional Motor Vehicle Traffic Accidents Filing a SCIF Claim		Jul 1995	C2-24 III II	Provisional Motor Vehicles monthly report for traffic accidents (ISU)		12		
026			May 2009		To assist supervisor's and manger's win injuries in the work place (SSS)	th			
027	IMD Overtime Report	Pertime Report Jan 2003			Report of money spent on overtime each month that IMD requests. (SSS)		12		
028	State Budgeted OT	tate Budgeted OT Jan 2003			Tracks employees overtime payouts an how much is left of the OT budget each month. (SSS)		12		
029	Beat Description File Revisions	Jan 1990	Oct 1995		Beat Description File Revisions for collisions and fatal reports SWITRS (IS	SU)	30		
035	SWITRS Output Control		Mar 1997	2007	List SWITRS documents received, processed, and daily backlog in DCU NO LONGER USED - DELETE		0		
)36	Information Request	Jan 1990	Oct 1995		Worksheet to track requests (ISU)		3000		
37 F	atality Record Jan 1990		Jul 1995		Fatality Record, weekly statistics report fatals SWITRS (ISU)	of	52		
	15D Receipt and Processing .og	Jul 2002	Jul 2003	2008	Fo log receipt and monitor status of 415 processing for all field offices NO LONGER USED - DELETE	SD	0		
12 4	5D Weekly Cover Jul 2002		Jul 2003	2008	To serve as a cover sheet for field office 15D NOTE: USED - DELETE	es	0		

	RMS LOG 67A (Rev. 8-06) OPI 076	CUDANT AS	1511 1 5 4 1 5 7 16 1	NUALLY IN JULY. (Attach one copy of each new/revised form since last report.)					
	ACT PERSON (FIRST & LAST NAME)	SUBMIT AN		E NUMBER	LOCATION	eport.)	06/02/2009		
	stina McClain		(916) 37		Support Services Section		042		
	UBLIC USE: A form that a member	of the publi			polete and return to CHP.		TOTAL FORMS		
В	USINESS USE: A form that a busin	ess, other t	han a gov	vernmen	t agency, is required to complete and returr		47		
FO!		OPIGINATE	DATE (Mo / D REVISED	Yr) CANCELE		USINESS US	E APPROX. ANNUAL USE		
04		Jan 1990	May 2009	CANCECE	CHP 54 Requests that are processed and sent over to Division (SSS)	0002	9		
05:	Information Processing Group Current Workload Status			Jul 2007	Internal workload status report (IPG) NO LONGER USED - DELETE		0		
056	Refund Request Log - BIT J Program J		Nov 2006		A log of requests for refunds - BIT Inspection Program (CRU)		25		
058	Application Processing Log - BIT Program		Oct 2006		A processing log to keep track of BIT Program Applications		72		
059	MISTER Record and CD Request Log	Jan 1990	Oct 2006		A log to keep track of MISTER Record requests and CD requests (CRU)		15		
060	Dishonored Check Log	Jan 1990	Oct 2006		A log to keep track of dishonored checks for BIT Program (CRU)		92		
061	Current CRU Workload Status	Aug 2000	Oct 2006	Jan 2008	Internal Workload Status Report (CRU) NO LONGER USED - DELETE	0			
062	Reinspection Processing Log - Bit Program	Jan 1990	Sept 2006		A log to keep track of all reinspections processed for the BIT Program (CRU)		60		
063	Notice of Incomplete Application - BIT Program	Jan 1990	Jun 2007		Letter to Motor Carrier Advising why a CHP 362 cannot be processed (CRU)	$\times \times$	400		
065	MCP LTR		Oct 2006		Letter to Motor Carrier why CHP 364 (BIT Application) cannot be processed	$\times \times$	375		
066A	SafetyNet Timekeeping	Jul 2001	Jun 2006		Internal Workload Status Report (SNU)		260		
101	Overtime Production Master		May 2009		Employees unit production count/stats for overtime (DCU)		12		
102			May 2009		Employees production count/stats on laily basis (DCU)		360		

	WS LOG 'A (Rev. 8-06) OPI 076	SUBMIT AN	(NUALLY IN	JULY. /Att	ach one copy of each new / revised form since last re	eport.)	06/02/2009
	F PERSON (FIRST & LAST NAME)		TELEPHON		LOCATION		LOCATION CODE
	na McClain		(916) 37		Support Services Section		042
	BLIC USE: A form that a member of	f the nubli	ic is require	od to com	plote and return to CHP		TOTAL FORMS
BUS	SINESS USE: A form that a busines	s, other	than a gov	ernment/	agency, is required to complete and return	to CHP.	47
FORM NUMBE		ORIGINATE	DATE (Mo /	Yr) CANCELE	PURPOSE (OR IF * B CANCELING, REASON) PUBLIC	USINESS USE	APPROX. ANNUAL US
103	Dock Report	Jun 1997	May 2009		Employee dock tracking (DCU)		12
133	Time Analysis Report	Feb 2004	Jul 2007	Sept 2008	Time Analysis Report (DCU) NO LONGER USED - DELETE		0
250	SR32 Request Log		Jul 1995		Log in tapes received from Department of Motor Vehicles (MPFU)		10
280	Vehicle Theft Information Tape Log	Jan 1990	Jul 1995		To log requests from Department of Justice (MPFU)		75
284	Personnel Roster File Request for TSO Update	Jan 1990	Jul 1995	Sept 2006	Personnel Roster File - Request for TSO Update NO LONGER USED - DELETE		0
563	Accident Report Request		Jan 1996	Jan 2007	Place in files to identify report wanted (MPFU) NO LONGER USED - DELETE		0
							1016
					2		
					11 32 - 13 5 5 5 5 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		32.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

ANNUAL PAPERWORK REPORT

CHP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions Unit by last business day in July Duplicate: Local File

DATE 06/04/2009 LOCATION CODE Adm

COMPLETED BY Christina

_	11 40 (104: 0-00) 01 1010		Dupilcat	e: Local File	Christina		
-	ACTIVE	RECORDS		INACTIVE	RECORDS		
		NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET	
ETS	Letter drawers	10 x 1.500	15.000	Letter drawers	9 x 1.500	13.500	
CABINETS	Legal drawers	2 x 2.000	4,000	Legal drawers	x 2.000		
ن —	Shelves	1 x 2.250	2.250	Shelves	2 x 2.250	4.500	
~	Desk drawers	x 1.000		Radio cards (27 inches deep)	x 0.375		
MODULAR	Drawers (20" x 11" x 12")	rawers (20" x 11" x 12") x 1.500		7-drawer cabinet (8" x 5")	x 1.250		
MOD	Shelves (23" x 12.5" x 13")	x 2.000		Record center storage box (Archive)	x 1.000		
	Shelves (40" x 12.5" x 13")	x 3.750		Oxford file (box for copier paper)	x 1.500	-	
S	% S" X 3" 5" X 5"	x 0.139		OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIF WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW	Y QUANTITY AND SIZE - STATE Y THE INSTRUCTIONS IN THE HELI	PFIELD)	
CARD DRAWERS	8 8" x 5"	x 0.370	100	Cassette Tapes	24.00 x 0.250	6.000	
DRA	5" x 3" Double drawer	x 0.469		2" Binder	10.00 x 1.000	10.000	
CARD	5" x 3" Double drawer 8" x 5" Double drawer	x 1.250			x		
	Radio	x 0.375			x		
Regu	ılar desk drawers	x 1.500			x		
	o cassette tapes (Do not include tapes)	x 0.042			х	•	
Binde	er (1" capacity)	3 x 0.050	0.150		x		
Binde	er (2" capacity)	5 x 0.100	0.500		х		
OTHEF WIDTH	R: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY O IX HEIGHT X DEPTH IN INCHES AND FOLLOW T	QUANTITY AND SIZE - STATE THE INSTRUCTIONS IN THE HELF	PFIELD)		X		
Hang	ging Computer File	× 13.800			x		
Shelv	ves 90" x 28.5" x 32.5"	× 8.000			x	,	
Smal	l Hanging Computer File	x 2.000		de la companya de la	х	***	
		x			x		
		x			x		
	(Rounded to nea	rest foot) TOTAL	22		arest foot) TOTAL	34	
			FORMS MANAGE	MENT REPORT	The second secon		
	oer of: rms (July 1 last year)			Out 111 OHD 074 . It 11			
Ne	w forms (added after June 30 la	ast year)		Submit a new CHP 67A wheth been changes.	ier or not there have		
Tot	rms cancelled (since July 1 last tal number of active forms (This ree with actual count on CHP 67	s lotal shall		If any forms have been added each new/revised form to the		copy of	

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STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

RECORDS DESTRUCTION/DISPOSAL SUMMARY

DATE	COMPLETED BY	PHONE NUMBER	COMMAN	D NAME	LOCATION CODE	
06/02/2009	Christina McClair	(916) 375-2812	Su	ipport Services Section	042	
INDICATE DISPOSAL	METHOD(S)					
1. Local shree	ider/recycle contractor	2. Donated to non-profit organization	ation	3. Disposed with norma	ıl waste	
(Co	1. SHREDDING' onfidential Material) recessors in show advances regit recessors and cron	2. NON-PROFIT ORGANIZ (Non-Confidential Mate		3, WASTE HAULER* Recycles des testes seguines (cm) Does not recycle (aguais testes base) samp not centrally (cm)		
LOCAL CONTRACTOR	NAME AND ADDRESS	NAME AND ADDRESS	DATE(S) DONATED	No.	****	
				IF THERE IS A RECYCLING PROG ☐ Participating ☐ Not Participating	es encurses.	
STATE EMPLOYEE(S)	WITNESSING ABOVE DATE(S)			WASTE HAULER REMOVES RECY GARBAGE DUMPSTER No Yes, percentag	e, if known	
				No Yes, \$	FREQUENCY OF PICKUP	
		TOTAL AMOUNT DONATED	2 2 2 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	RECYCLE BINS (NOT GARBAGE)	PROVIDED	
			cubic feet	☐ No ☐ Yes, Size:	Qty:	

Enter the total volume of material destroyed/disposed for each month under the appropriate type. (If the cubic feel are unknown, weigh the material and enter the pound(s) in the appropriate weight column below; cubic feet will be calculated automatically. If only entering cubic feet, indicate in comments how monthly cubic feet figure was calculated.)

MONTH	CONTRACT SHREDDING		IN-HOUSE SHREDDING			ALL OTHER PAPER R	ECORDS (#2 and #3 above)	TOTALS
	WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	IOTALO
JULY				217.5				217.5
AUGUST				217.5				217.5
SEPTEMBER				219		A The second	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	219
OCTOBER				217.5				217.5
NOVEMBER				217.5				217.5
DECEMBER				219		OKH - 97-31-0		219
JANUARY				244.5				244.5
FEBRUARY	1			218.5				218.5
MARCH				217.5				217.5
APRIL				216				216
MAY				215				215
JUNE				216.5				216.5
ANNUAL TOTAL			A.I.	2,636				2,636

Enter monthly totals in appropriate month above.

Do not include in above any boxes picked up by or sent to Supply Services Unit.

Archive box = 30 pounds ≈ 1 cubic foot

Oxford (paper) box = 45 pounds = 1.5 cubic feet

33 gallon bag of uncompacted shredded paper = 8 pounds = 0.27 cubic feet

COMMENTS (INCLUDE HOW ABOVE FIGURES WERE OBTAINED, E.G., WEIGHED BAG(S), USED ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.) Support Services Section's confidential material is picked up by the Business Services Section stock clerk and taken to the document destruction center in West Sacramento. The above figures are based off the two types of boxes we use which are archive and oxford.

Command name: Telecommunications Section,

860 Stillwater Road, West Sacramento, 95605

Location code: 047

Contact name: Elizabeth Davis Contact phone: 916-375-2901

Waste/Recycling Service Provider Information

Name: (services provided through facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
blue bins (see ASD records)	fill	(see ASD records)	White paper and colored paper

X	"Waste"	is	separated	from	"recycling"	before	it is	picked	up by	the ha	uler.
	"Waste"	is	separated	from	"recycling"	by the	haul	er at an	other	locatio	on.

Comments/Clarifications:

Toner cartridges are sent to mail room for recycling pick-up.

Other materials self-hauled and recycled:

Aluminum, glass, & plastic beverage containers (mixed): 1 / 40 gallon bag / monthly

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper	\boxtimes	
Colored Paper		
Cardboard	\boxtimes	
Bottles		
Cans	\boxtimes	
Food Waste/Composting		\boxtimes
Grass/Leaves/Mulching		\boxtimes
Printer Toners		
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies :Calculators, Desk items	\boxtimes	
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		\boxtimes
Police Protective Equipment, Helmets, Handcuffs, etc		
Emergency Medical Supplies		\boxtimes
Cameras	M	
Weaponry: Firearms, Conductive Energy Weapons, etc.		\boxtimes
Brass		\boxtimes
Trunk Organizers and Supplies		\boxtimes
Construction Equipment		\boxtimes
Gym Equipment		\boxtimes
Kitchen Equipment, Supplies		\boxtimes
Janitorial Equipment, Supplies		\boxtimes
Automotive Supplies, Shop Rags		\boxtimes
Mechanical Equipment (Automotive)		\boxtimes
Mechanical Equipment (Cabinet Shop)		
Mechanical Equipment (Reproduction, Bindery)		\boxtimes
Lawn Care Equipment and Supplies		\boxtimes
Portable Truck Scales		\boxtimes
SPECIAL WASTE		
Tires		\boxtimes
Salvage		\boxtimes
Scrap Metal		\boxtimes
Wood		\boxtimes
Pallets		\boxtimes
Concrete/Rubble		
Dirt		
Kitchen Grease		\boxtimes
Sludge		
Special Event Collection		×

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

CALIFORNIA HIGHWAY PATROL Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications North Shop,

3350 Reed Avenue, West Sacramento, 95605

Location code: 047N

Contact name: Lloyd Watson Contact phone: 916-376-3540

Waste/Recycling Service Provider Information

Name: J & M Recycler

Address; 2205 Rice Avenue West Sacramento, CA 95601

Phone Number: Omar Gonzalez 916-372-4223

If your command uses more than one provider, please supply the names, addresses, and

phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
509 lbs		yearly total	Stainless steel, aluminum, copper #1, copper #2
55 gallon drum	full	yearly total	used oil filters, recycled by "Filter Recycling Services, Inc"
blue bins (see ASD records)	full	(see ASD records)	paper - white, Recycling Contract managed by ASD
150 Gallons		yearly total	used Motor Oil recycled by Evergreen

	\leq	"Waste"	is	separated	from	"rec	ycling"	be	fore	it is	pic	ked	up	by t	he	hau	ler.
Γ		"Waste"	is	separated	from	"rec	ycling"	by	the	hau	ler a	t ar	ioth	er le	ocai	tion	

Comments/Clarifications:

Recycler: Filter Recycling Services Inc

Service Contract No.: 6C047005

Contact Person: Larry Ford

Address: 180 W. Monte Avenue Rialto, CA 92316

Phone No.: 800-698-4377

Material(s) collected: Used oil filters Comments:

Recycler: Evergreen Environmental Services Address: Road 30B Davis, CA 95616

Phone No.: 800-596-9455 Material(s) collected: used oil

Wooden Pallets recycled through Supply Services - approx Ten pallets per year

Toner cartridges are sent to mail room for recycling pick-up.

Other materials self-hauled and recycled:

Newspaper: qty 1 / size 30 gallon bag / frequency-quarterly

Aluminum, glass & plastic beverage containers (mixed): 1 / 55 gallon drum / quarterly

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		
Colored Paper	\boxtimes	
Cardboard		
Bottles	\boxtimes	
Cans		
Food Waste/Composting		\boxtimes
Grass/Leaves/Mulching		\boxtimes
Printer Toners	\boxtimes	
Furniture: Desks, Chairs, File Cabinets	\boxtimes	
Office Equipment/Supplies :Calculators, Desk items		
Keyboards, Mice, Speakers		
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		
Police Protective Equipment, Helmets, Handcuffs, etc		\boxtimes
Emergency Medical Supplies		\boxtimes
Cameras	\boxtimes	
Weaponry: Firearms, Conductive Energy Weapons, etc.		
Brass		\boxtimes
Trunk Organizers and Supplies		
Construction Equipment		
Gym Equipment		\boxtimes
Kitchen Equipment, Supplies		\boxtimes
Janitorial Equipment, Supplies		\boxtimes
Automotive Supplies, Shop Rags		
Mechanical Equipment (Automotive)	\boxtimes	
Mechanical Equipment (Cabinet Shop)		\boxtimes
Mechanical Equipment (Reproduction, Bindery)		\boxtimes
Lawn Care Equipment and Supplies		
Portable Truck Scales		\boxtimes
SPECIAL WASTE		
Tires		
Salvage		
Scrap Metal	\boxtimes	
Wood	\boxtimes	
Pallets		
Concrete/Rubble		\boxtimes
Dirt		
Kitchen Grease		\boxtimes
Sludge		\boxtimes
Special Event Collection		\boxtimes

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		П
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

CALIFORNIA HIGHWAY PATROL Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications South Shop,

6200 Box Springs Blvd, Suite B, Riverside, CA 92507

Location code: 047S Contact name: Fred Piper Contact phone: 951-653-6062

Waste/Recycling Service Provider Information

Name: (services provided through landlord of facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¹ / ₄ , ¹ / ₂ , ³ / ₄ , or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans

							it is picked up by the hauler	•,
	"Waste"	is	separated	from	"recycling"	by the	hauler at another location.	

Comments/Clarifications:

Automotive tires, used motor oil, used oil filters, and used vehicle batteries are taken to local CHP Areas for recycling.

Packing material (padding, 'popcorn', boxes) is re-used locally.

Toner cartridges recycled through supplier/manufacturer at no expense to State.

Other materials self-hauled and recycled:

Aluminum, glass & plastic beverage containers (mixed): 1 / 55 gallon drum / quarterly

Recycle	N/A
	\boxtimes
	\boxtimes
эД	\boxtimes
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F	$\overline{\boxtimes}$

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

CALIFORNIA HIGHWAY PATROL Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications Warehouse,

3270 Reed Avenue, West Sacramento, 95605

Location code: 047T

Contact name: Gerald Holland Contact phone: 916-376-8500

Waste/Recycling Service Provider Information

Name: HMR USA

Address: 435 23rd Street, San Francisco, CA 94107 Phone Number: Gwen Khumalo, 916-381-5504

If your command uses more than one provider, please supply the names, addresses, and

phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	⅓, ⅓, ¾, or Full	i.e., weekly, bi- weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
1,000 items (recycled)		one time	defunct/defective radio equipment, radio scanners, cell phones, BlackBerrys - Recycled through HMR
1,197 pieces (recycled)		one time	Scrap Metal / Aluminum - Recycled through HMR
blue bins (see ASD records)	full	(see ASD records)	paper - white, Recycling Contract managed by ASD
5 yard bin (recycled)	full	monthly	cardboard (Recycled through "Waste Management")

 ☐ "Waste" is separated from "recycling" before it is picked up by the hauler. ☐ "Waste" is separated from "recycling" by the hauler at another location.
Comments/Clarifications:
additional items recycled:
3000 items (approx 1500 pounds) one time used/defective rechargeable batteries Recycled through battery recycler: AERC.com, Inc. (dba AERC Recycling Solutions) Andrea Rodriguez, Regional Sales Mgr 30677 Huntwood Ave., Hayward, CA 94544
Wooden Pallets recycled through Supply Services - Ten pallets per month (approx 25 lbs)

Toner cartridges are sent to mail room for recycling pick-up.

RECYCLABLES (Used, Surplus, Recycle Contract)	Recycle	N/A
White Paper		
Colored Paper	Ø	
Cardboard	\boxtimes	
Bottles		
Cans		
Food Waste/Composting		
Grass/Leaves/Mulching		\boxtimes
Printer Toners		
Furniture: Desks, Chairs, File Cabinets		
Office Equipment/Supplies : Calculators, Desk items		
Keyboards, Mice, Speakers	Ø	
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.		
Police Protective Equipment, Helmets, Handcuffs, etc		\boxtimes
Emergency Medical Supplies		×
Cameras		
Weaponry: Firearms, Conductive Energy Weapons, etc.		Ø
Brass		
Trunk Organizers and Supplies	T T	\boxtimes
Construction Equipment		Ø
Gym Equipment		X
Kitchen Equipment, Supplies		\boxtimes
Janitorial Equipment, Supplies		$\overline{\boxtimes}$
Automotive Supplies, Shop Rags		
Mechanical Equipment (Automotive)		
Mechanical Equipment (Cabinet Shop)		Ø
Mechanical Equipment (Reproduction, Bindery)	B	X
Lawn Care Equipment and Supplies		X
Portable Truck Scales		×
SPECIAL WASTE		
Tires		\boxtimes
Salvage		
Scrap Metal	$\overline{\boxtimes}$	A
Wood		
Pallets		
Concrete/Rubble	T I	$\overline{\boxtimes}$
Dirt		$\overline{\boxtimes}$
Kitchen Grease		Ø
Sludge		
Special Event Collection	F	$\overline{\boxtimes}$

ELECTRONIC WASTE	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment		
Comments: Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

ANNUAL PAPERWORK REPORT

CHP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions

Unit by last business day in July Duplicate: Local File

DATE LOCATION CODE 06/17/2008 047

COMPLETED BY Lynette Zenak

_	ACTIVE RECORDS			INACTIVE RECORDS			
		*	NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET
CABINETS		Letter drawers	34 x 1.500	51.000	Letter drawers	4 x 1.500	6.00
		Legal drawers	x 2.000		Legal drawers	× 2.000	
	-1	Shelves	49 x 2.250	110.250	Shelves	x 2.250	3
18		Desk drawers	24 x 1.000	24.000	Radio cards (27 inches deep)	x 0.375	- 4
MODULAR		Drawers (20" x 11" x 12")	x 1.500)¥	7-drawer cabinet (8" x 5")	x 1.250	111
MOD		Shelves (23" x 12.5" x 13")	16 x 2.000	32.000	Record center storage box (Archive)	2 × 1.000	2.00
	4-	Shelves (40" x 12.5" x 13")	49 x 3.750	183.750	Oxford file (box for copier paper)	x 1.500	
(0)	01110	5" x 3" 5" x 5"	x 0.139		OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)		
CARD DRAWERS	100	2 8" x 5"	× 0.370	4	1	* 1 X (* 10)	•
DRA	0	5" x 3" Double drawer	x 0.469	24		x	Ĭ.
SARD		5" x 3" Double drawer 8" x 5" Double drawer	x 1.250		, a	x	2
	7.6	Radio	x 0.375	41		· x	
Reg	ju	ılar deşk drawers	× 1.500		*	. x	
Video cassette tapes (Do not include blank tapes)			x 0.042		2	x .	*
Bind	Binder (1" capacity)		× 0.050			x ·	
Bind	Binder (2" capacity)		x 0.100			x	×
		:: (FOR EACH BOX, SHELF, OR DRAWER SPECIF X HEIGHT X DEPTH IN INCHES AND FOLLOW		P FIELD)	3	х	
Blueprints (28" x 40")		prints (28" x 40")	22.00 x 0.300	6.600	9	x	*
Blueprints (40" x 50")		prints (40" x 50")	10.00 x 0.500	5.000	(2)	×	
		* 2	x	0.00		x	
			X .			×	517
			х.			· x	
		(Rounded to near	est foot) TOTAL	413	(Rounded to nea	rest foot) TOTAL	. 8
				FORMS MANAGEN	MENT REPORT		
		er of: rms.(July_1_last.year)	G § 25	15	Submit a-new-CHP-67A-wheth	ier or not there have	
		w forms (added after June 30	last year)	. 0	been changes.	in in nor mere have.	
	Forms cancelled (since July 1 last year)		1	If any forms have been added or revised, attach a copy of			
To	ot	tal number of active forms (The with actual count on CHP)	iis total shall	14	each new/revised form to the		85 g

TATE OF CALIFORNIA

EPARTMENT OF CALIFORNIA HIGHWAY PATROL

INNUAL PAPERWORK REPORT

Forms cancelled (since July 1 last year)

Total number of active forms (This total shall

agree with actual count on CHP 67A, Forms Log)

HP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions

Unit by last business day in July Duplicate: Local File

DATE
06/25/2009

COMPLETED BY
Michelle Smith

INACTIVE RECORDS ACTIVE RECORDS NUMBER OF NUMBER OF **CUBIC FEET CUBIC FEET FULL ITEMS FULL ITEMS** x 1.500 x 1.500 Letter drawers Letter drawers x 2.000 x 2.000Legal drawers Legal drawers x 2.250 x 2.250 **Shelves** Shelves x 0.375 Desk drawers x 1.000 Radio cards (27 inches deep) 49 x 1.500 73.500 7-drawer cabinet (8" x 5") x 1.250 Drawers (20" x 11" x 12") x 1.000 58 x 2.000 116.000 Shelves (23" x 12.5" x 13") Record center storage box (Archive) x 1.500 25 x 3.750 93.750 Shelves (40" x 12.5" x 13") Oxford file (box for copier paper) INCHES OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE
WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD) 5" x 3" x 0.139 9 Drawers (40 x 12 x 12) 14.00 x 2.000 28.000 8" x 5" x 0.370x 0.469 Shelves (42 x 12 x 12) 24.00 x 3.750 90.000 5" x 3" Double drawer INCHES x 1.250 Shelves (20 x 12 x 12) 8.50 x 2.000 17.000 8" x 5" Double drawer 27 Shelves (46 x 12 x 12) 4.00 x 3.750 15.000 x 0.375 Radio Shelves (34 x 12 x 12) 36.00 x 2.000 72.000 x 1.500 egular desk drawers dec cassette tapes (Do not include x 0.042 Х ank tapes) X x = 0.050nder (1" capacity) Х x = 0.100nder (2" capacity) "HER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE DTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD) X X lueprints (28" x 40") 22.00 x 0.300 6.600 lueprints (40" x 50") 10.00 x 0.500 5.000 Х rawers (34 x 12 x 12) 4.00 x 2.830 11.320 Х X rawers (40 x 12 x 16) 20.00 x 4.440 88.800 X rawers (59 x 12 x 14) 6.00 x 5.736 34.416 222 (Rounded to nearest foot) TOTAL (Rounded to nearest foot) TOTAL **FORMS MANAGEMENT REPORT** amber of: Forms (July 1 last year) 14 Submit a new CHP 67A whether or not there have been changes. New forms (added after June 30 last year) 0

0

14

If any forms have been added or revised, attach a copy of

each new/revised form to the CHP 67A.